

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, D C 20350-1000

SECNAVINST 1160.1A  
OP-136  
03 Feb 1988

SECNAV INSTRUCTION 1160.1A

From: Secretary of the Navy  
To: ALL Ships and Stations

Subj: ENLISTED BONUS, SPECIAL DUTY (R)  
ASSIGNMENT, AND FOREIGN  
LANGUAGE PROFICIENCY PAY  
PROGRAMS

Ref: (a) DoD Directive 1304.21 of 02 Aug  
1985 (NOTAL)  
(b) DoD Instruction 1304.22 of 07  
Aug 1985 (NOTAL)  
(c) DoD Instruction 7280.3 of 15 Apr  
1987 (NOTAL)  
(d) DOD Military Pay and  
Entitlements Manual

Encl: (1) Foreign Language Codes and (A)  
Categories

1. **Purpose.** To revise Department of the (R)  
Navy policies and procedures for administration  
of enlisted personnel bonus, special duty as-  
signment, and foreign language proficiency  
pay programs per references (a), (b), and  
(c).

2. **Cancellation.** SECNAVINST 1160.1 (A)

3. **Policy.** Department of the Navy policy is  
to:

a. Use the Selective Reenlistment Bonus  
(SRB) as a reenlistment or extension incentive  
to improve manning in critical military special-  
ties.

b. Use Special Duty Assignment (SDA) pay  
as a monthly monetary incentive to encourage  
qualification for and service in duties designated  
under the guidelines in this instruction as ex-  
tremely difficult or involving an unusual degree  
of responsibility in a naval skill.c. Use the En-  
listment Bonus (EB) as an enlistment incentive

to ensure an adequate number of accessions in  
critical military specialties.

d. Use Foreign Language Proficiency (A)  
(FLP) pay as a monthly monetary incentive to  
encourage personnel to maintain proficiency in  
foreign language skills that the CNO and CMC  
have designated as requirements for mission ac-  
complishment.

4. **Responsibility.** The Chief of Naval Opera-  
tions (CNO) and the Commandant of the Ma-  
rine Corps (CMC) are responsible for enlisted  
bonuses/special pays per this instruction and  
Department of Defense guidelines contained in  
references (a), (b), and (c).

5. **SRB.** SRB shall be used to increase reen-  
listments as necessary to reduce shortages in  
authorized strength in ratings, NECs and MOSS  
for pay grades E-3 and above.

6. **Criteria for Designating Military Specialties  
for SRB.** Base the determination of military  
specialties to be designated for SRB on a bal-  
anced assessment of the following factors:

a. Severe undermanning of three or more  
adjacent year groups in the bonus zone.

b. Severe career undermanning as shown  
by a history of shortages in past years or pro-  
jected for future years.

c. High training and replacement costs.

d. Relatively arduous or otherwise unattrac-  
tive skill compared to other military skills or  
civilian alternatives.

e. Skill is essential to the accomplishment  
of the Navy or Marine Corps mission.

f. There must be a reasonable prospect of  
enough improvement in retention in response to  
the award to justify its cost. Use quantitative  
estimating factors to make projections of  
reenlistment rate improvement as a result of  
bonus awards in each zone. Develop estimat-  
ing factors from actual experience with the SRB  
program.



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**7. Use of SRB for Broken Service Reenlistments.** SRB will be used to increase reenlistments into the career force among military veterans with a break in service of more than 3 months but less than 4 years, in all military specialties designated for SRB, as needed to reduce shortages in authorized strengths in pay grades E-4 and above.

a. Rates and maximum amounts for broken-service SRB will be the same as those set for continuous service SRB, but may be reduced to a percentage of these amounts based on the following:

(1) The severity of shortage in the career pay grades in the SRB zone of the specialty, after accounting for retention objectives and continuous service retention experience.

(2) The potential market for reenlistees in the specialty, and the expected degree of skill degradation over time.

(3) The training and replacement costs for the specialty.

(4) The retraining costs of applicants from specialties other than the specialty sought.

(5) The separation and PCS costs of discharge and broken service reenlistment.

(6) The expected gain of career members in the specialty as a result of the planned broken-service SRB. b. Full SRB rates may not be set for reenlistments more than 3 months after discharge as prescribed in reference (b).

c. Eligibility will be the same as in paragraphs 6 and 8 except that:

(1) The minimum broken-service reenlistment length must be 3 years.

(2) Broken-service reenlistees must serve in the military specialty for which SRB is awarded during the term of the broken-service enlistment.

(3) Applicants must have been classified on their last discharge from active duty as fully qualified for reenlistment. This requirement may be waived on a case-by-case basis when no retraining is required and broken-service

accession goals for the designated specialty cannot be met with fully qualified veterans.

(4) The CNO and CMC shall prescribe additional eligibility criteria to enhance efficiency in the use of SRB funds to optimize the probability of broken-service enlistment contract completion.

**8. Criteria for Individual Eligibility for SRB.** To be eligible for SRB, an enlisted member must:

a. Be qualified in a military specialty designated for award of an SRB.

b. Serve in paygrade E-3 or higher.

c. Reenlist within 3 months after the date of discharge or release from compulsory or voluntary active duty, other than active duty for training as a reserve. CNO or CMC may prescribe a lesser period of time when it will enhance overall manning and retention objectives.

d. Attain eligibility before the termination date of SRB designation.

e. Reenlist or extend for a minimum of 3 years.

f. Serve in the military specialty for the period of the reenlistment for which SRB is awarded except during periods otherwise assigned to meet the needs of the service as prescribed in paragraph 10.

g. Meet any additional eligibility requirements prescribed by the CNO or CMC.

**9. Existing SRB Contractual Service Agreements.** Except as provided below, members may not use the period of any existing contractual service agreement for SRB computation:

a. Under authority provided to the Chief of Naval Operations by the Joint House and Senate Conference Committee (House of Representatives Report Number 93-985), certain nuclear trained and qualified enlisted members of the Navy may use an extension period for SRB computation, provided they:

(1) Enter into an extension agreement after May 10, 1974 (the enactment date of enabling legislation).

(2) Cancel the extension before it becomes operative in order to reenlist immediately for at least 2 years beyond the extension agreement. A member who does not cancel the extension in order to reenlist, and allows it to become operative, may not receive an SRB based on the obligated service of the extension, unless otherwise eligible per paragraph 9c.

b. Under regulations prescribed by the CNO or CMC, any inoperative (unexecuted) extension of an enlistment that is incurred to qualify for continuous submarine duty incentive pay, and for which no bonus is otherwise payable, may be considered as part of an immediate subsequent term of reenlistment (or an immediate subsequent voluntary extension of an enlistment) for the purpose of determining the eligibility of a member for an SRB and of computing the amount of that bonus.

c. Under regulations prescribed by the CNO or CMC, any unserved period of 2 years or less of an inoperative (unexecuted) extension of an enlistment for which no bonus has been paid, or is otherwise payable, incurred for other than continuous submarine duty incentive pay, may be used for determining eligibility for SRB, but not for the amount of the bonus. Subsequent terms of reenlistment or voluntary extension of an enlistment under this paragraph must yield at least 2 years of additional obligated service.

#### **10. Out-of-Skill Assignments**

a. The CNO and CMC may authorize assignment of bonus recipients out-of-specialty under the following circumstances:

(1) To meet Continental United States (CONUS) and overseas rotation, or sea and shore rotation requirements for the skill.

(2) For hardship or medically dictated assignments.

(3) To meet mission essential assignments.

b. The CNO and CMC shall establish criteria and procedures for out-of-skill assignments to ensure that each individual assignment is clearly justifiable within the following limitations:

(1) Out-of-skill assignments must not be made routinely.

(2) Such assignments may not be longer than the normal tour length prescribed for the assignment.

(3) The tour length limitation may be waived to meet mission essential requirements that cannot otherwise be met. Such exceptions must be approved at the personnel headquarters level by a flag or general officer.

#### **11. Military Specialty Conversions**

a. Bonus recipients may be reassigned out of specialty incident to disestablishment of the specialty under the following guidelines:

(1) Every effort must be made to retain bonus recipients in the bonus skill during the phase out period.

(2) Reassignment will normally be made to another bonus skill, but may be made to non-bonus skills when mission requirements dictate.

(3) Reassignment from skills removed from the bonus program may not reduce the skill below authorized strength in any grade, considering current and projected manning levels.

(4) Bonus recipients will not be required to forfeit unearned portions of their bonus under such conversions.

b. Individual requests for lateral conversion will normally be disapproved unless submitted within 6 months of expiration of active obligated service (EAOS), for conversion within 3 months of EAOS.

(1) Requests for lateral conversion greater than 3 months before EAOS may be approved if the conversion skill has an equal or higher bonus level for the grade or zone at the

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time of conversion and has greater current or projected manning deficits.

(2) Bonus recipients will not be required to forfeit bonuses for such conversions.

**12. Purpose of Special Duty Assignment**

**(SDA) Pay.** SDA pay will be used to help obtain high quality personnel in designated Special Duty Assignments and to sustain adequate manning levels in those assignments.

**13. Criteria for Designating Special Duty Assignments for SDA Pay.** The CNO and CMC may designate billets as SDA billets for SDA pay on the basis of the following factors:

a. Duties that involve a significantly greater degree of responsibility than could reasonably be expected for a member's grade and experience in the naval skill.

b. Duties that are significantly more arduous than that expected in a normal assignment in that skill.

c. Assignments at duty locations that are significantly more arduous than assignments at normal unaccompanied duty assignment locations.

d. Difficult duties outside a normal career field.

e. Difficult duties within a career field which require lateral entry into that field.

f. Duties requiring special qualifications above and beyond the normal qualifications of the rate/rating or grade/military occupational specialty (MOS) and formal periodic proficiency training.

**14. Criteria for Individual Eligibility for SDA Pay.** To be eligible for the SDA pay an enlisted member must meet the following requirements:

a. Be entitled to basic pay and on active duty, other than Reserve Active Duty for Training for less than 180 days.

b. Be serving in paygrade E-3 or higher.

c. Be qualified for the authorized SDA.

d. Be assigned to and working in an authorized SDA.

The CNO may waive this requirement if the individual is: (R)

(1) Advanced to senior or master chief petty officer in a compressed rating and is using the skills of the advanced rating.

(2) Selected for and assigned to duty as Master Chief Petty Officer of the Fleet or Force (MCPOF).

(3) Selected as Sailor of the Year and elects to serve a tour as special Assistant to the Fleet or Force Master Chief or Retention Officer as desired by the respective Commander in Chief.

e. Meet additional eligibility requirements prescribed by the CNO and CMC.

**15. Setting and Modifying SDA Pay Rates.**

The CNO and CMC will establish and modify SDA pay rates based on the level of difficulty in obtaining qualified personnel and sustaining adequate manning in the designated SDAs.

**16. Enlistment Bonus.** Enlistment bonuses will be used to encourage initial enlistments in critical military specialties characterized by an inadequate number of accessions to meet accession objectives set by CNO or CMC in accordance with references (a) or (b). (R)

**17. Criteria for Designating Military Specialties for EB.** CNO and CMC will designate military specialties as EB eligible based on the following guidelines provided by references (a) and (b):

a. Attainment of total accession objectives.

b. Attainment of accession objectives in the designated military specialty.

c. E-1 through E-4 pay grade shortages within the initial period of obligated service.

d. Initial enlistment period.

e. Length and cost of training.

f. Critical nature of the skill.

**18. Criteria for Individual Eligibility for EB.**

a. Be a high school graduate, have been awarded a completion or attendance certificate in lieu of a high school diploma, or have successfully completed the General Educational Development (GED) Program.

b. Be classified as Mental Category Group I, II, or III.

c. Incur initial active duty service obligation that exceeds by at least one year obligation established for the designated military specialty.

d. The CNO and CMC may authorize EB for members in recruit training when doing so will contribute to achievement of the accession objective for a military specialty designated for EB.

e. Successfully complete the course of instruction and qualify for the military specialty.

f. Serve in the designated specialty during the term of initial enlistment.

**19. Amount and Method of EB Payment (A)**

a. The maximum rate of EB is \$8,000.00 for Navy Nuclear Field ratings and \$5,000.00 for all other military specialties. Within these ceilings, CNO and CMC may set rates as necessary to achieve accession objectives. EB rates shall be varied on a seasonal basis to achieve level input to the training pipeline as specifically authorized in this paragraph.

b. The CNO and CMC may recommend, with supporting justification, use of seasonal EB rates for other military specialties.

**20. Recoupment of Unearned Bonuses.**

CNO and CMC will take action to recoup unearned portion of an Enlistment Bonus or Selective Reenlistment Bonus from members:

a. Who lose qualification in the bonus (R) skill.

b. Who voluntarily, or for reasons of misconduct, do not complete the enlistment and are separated for reasons as provided by reference (d).

c. Who are separated for disability resulting from conduct not in the line of duty.

Provisions for terminating bonus entitlements and initiating recoupment actions are contained in reference (d). Authority for final approval of bonus entitlement termination and recoupment actions may not be delegated below the personnel headquarters level.

**21. Purpose of Foreign Language Proficiency.**

Foreign language proficiency pay will be used to provide an incentive to personnel to maintain or increase proficiency in foreign languages that are necessary to meet mission requirements.

**22. Criteria for Designating Eligibility for FLP (A)**

**Pay.** No later than 1 July annually or as mission requirements dictate, CNO and CMC shall submit to the Assistant Secretary of the Navy (Manpower and Reserve Affairs (ASN(M&RA))) a request for additions or deletions to the designated foreign language list. The CNO and CMC may designate billets for FLP pay on the basis of:

a. The billet requires proficiency in a designated foreign language.

b. The Navy Enlisted Classification (NEC) code/Military Occupational Skill (MOS) requires proficiency in a designated foreign language.

c. The number of personnel eligible in all respects for FLP shall not exceed the number of language coded billets/designated MOS's authorized by CNO and CMC.

**23. Criteria for Establishing Individual Eligibility for FLP Pay. (A)**  
To be eligible for FLP pay, a service member shall meet the following requirements:

a. Be entitled to basic pay (active duty) or compensation (inactive duty training).

b. Demonstrate annually a proficiency in a foreign language that has been designated by the CNO or CMC.

c. Be recommended by the commanding officer.

**24. Setting and Modifying FLP Pay rates. (A)**

The CNO and CMC shall establish and modify FLP monthly pay rates in accordance with reference (c) guidelines.

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The monthly rate shall be based on:

a. The language difficulty category, enclosure (1).

b. The minimum required proficiency level (by skill/language).

**25. Termination of FLP Pay.** The CNO and (A) CMC will initiate action to terminate FLP pay of a service member who:

a. Fails to maintain minimum proficiency.

b. Is denied access to and declared ineligible for the level of security required for the billet or skill.

c. Enters any program leading to a commission (enlisted members only).

d. Loses eligibility because of Permanent Change of Station (PCS). The eligibility of those members having cryptolinguistic or interrogation skills is not affected by PCS assignment.

e. Converts from the Cryptologic Technician, Interpretive (CTI) rating.

**26. Approval.** The entitlement portions of this instruction were approved by the Department of Defense Military Pay and Allowance Committee as prescribed by the Secretary of Defense in DODDIR 5154.13 in accordance with 37 USC 1001.

**27. Reports.** The CNO and CMC are to:

a. Submit annual reports required by reference (b) (reporting symbols DD-FM&P (A) 1045 (1160) and DD-FM&P (A) 1046 (1160) apply) to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P) with a copy to ASN(M&RA), and the reports required by reference (c) (report symbol DD-FM&P (A) 1616 (1160) applies) to ASD(FM&P) with copies to the Assistant Secretary of Defense (Command, Control, Communication and Intelligence) and ASN(M&RA).

b. Provide with the copies to ASN(M&RA) a brief summary of significant changes from the previous year in: bonus patterns; skills covered by SDA pay; FLP languages and manning to support FLP billet requirements; out-of-skill assignments; and the reasons for these changes.

CHASE UNTERMEYER  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

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## FOREIGN LANGUAGES, CODES AND DIFFICULTY CATEGORIES

LANGUAGE	CODE	CATEGORY	LANGUAGE	CODE	CATEGORY
Afrikaans	AA	I	Italian	JT	I
Albanian	AB	III	Japanese	JA	IV
Amharic	AC	III	Korean	KP	IV
Arabic	AZ	IV	Lao	LC	III
Arabic-Egyptian	AE	IV	Malay	ML	II
Arabic-Modern Standard	AD	IV	Norwegian	NR	I
Arabic-Iraqi	DG	IV	Persian-Afghan	PG	III
Arabic-Maghrebi	AM	IV	Persian-Farsi	PF	III
Arabic-Saudi	AN	IV	Polish	PL	III
Arabic-Sudanese	AV	IV	Portuguese-Brazilian	PQ	I
Arabic-Syrian	AP	IV	Portuguese-European	PT	I
Arabic-Yemeni	AU	IV	Pushtu-Afghan	PV	III
Bengali	BN	III	Pushtu-Peshawari	PW	III
Bulgarian	BU	III	Romanian	RQ	II
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Chinese-Mandarin	CM	IV	Serbo-Croatian	SC	III
Czech	CX	III	Somali	SM	III
Danish	DA	I	Spanish-American	LA	I
Dutch	DU	I	Spanish-Castillian	SR	I
Finnish	FJ	III	Swahili	SW	I
French	FR	I	Swedish	SY	I
German	GM	II	Tagalog	TA	III
Greek	GE	III	Thai	TH	III
Haitian-Creole	HC	I	Turkish	TU	III
Hebrew	HE	III	Urdu	UR	II
Hindi	HJ	II	Vietnamese-Central	VC	III
Hungarian	HU	III	Vietnamese-Hanoi	VN	III
Indonesian	JN	II	Vietnamese-Saigon	VS	III

Enclosure (1)